

## CURRICULUM POLICIES

### ADMISSIONS POLICY FOR ACADEMIC YEAR 2020/21

**Next date for review: January 2020**

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#### Introduction

1. The admission authority for Paignton Community and Sports Academy (the Academy) is Bay Education Trust.
2. Bay Education Trust is a Multi-Academy Trust. Two primary schools in Torbay also belong to the Trust: Curledge Street Primary Academy and Kings Ash Primary Academy.
3. The Admission Policies for all three schools is the responsibility of the Board of Directors of Bay Education Trust.
4. The purpose of the policy is to ensure all places at each Academy are allocated and offered in an open, fair and transparent way.

#### Paignton Community and Sports Academy

5. The Academy will admit up to 330 pupils in Year 7. This is its Published Admission Number (PAN).
6. In line with the Schools Admission Code, the Academy will participate in the coordinated admissions scheme for Torbay LA and provide the LA with the information it needs to co-ordinate admissions by the dates agreed within the scheme. Key dates for admission to Paignton Community and Sports Academy in September are set out at the end of this policy.
7. If the Academy receives 330 or less applications to join Year 7 in September it will admit all students.
8. In the event that more than 330 students apply it will operate the following Over-subscription Criteria

### **Over-subscription Criteria**

9. Children with an Education, Health and Care Plan which names the Academy on the Plan will have automatic entitlement to a place at the Academy.
  - I. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
  - II. Children living in the designated area who will have a sibling attending the academy at the time of application.
  - III. Other children living in the designated area.
  - IV. Children living outside the designated area who will have a sibling attending the academy at the time of application.
  - V. Children living outside the designated area.
10. Should it be necessary to further distinguish between applications within any of these categories, priority will be given to those living closest to the Waterleat Rd site. Measurements are taken by a straightline distance using the Council's electronic mapping system - the shorter the distance the higher the priority. Measurements are taken by a straightline distance using the Council's electronic mapping system (GIS). Measurements will be made from the co-ordinates of the home address as pinpointed on the Council's system, to the co-ordinates of the school as pinpointed on the Council's system. The pinpoint will be within the boundary of the property and its precise location will be determined by Torbay Council. This is for admissions purposes only and is not used to determine eligibility for school transport. In the event that applicants cannot be separated using the distance tie-breaker (i.e. they live identical distances from the school), the allocation of a place will be by random selection using a random number generator and in the presence of a senior manager.
11. Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places at the same school, including offering place(s) above the Published Admission Number (PAN) wherever possible. Where that is not possible parents will be invited to decide which of the children should be allocated the available place(s). Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.

### **Definitions**

12. Siblings: children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
13. Looked after child: a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions

(see the definition in section 22 (1) of the Children Act 1989) at the time the application for a school place is made.

**14. Adopted child:** under the terms of section 46 of the Adoption and Children Act 2002. **Child Arrangements order:** an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s. 14 of the Children and Families Act 2014.

**15. Special guardianship order:** under the terms of section 14A of the Children Act 1989, an order appointing one or more individuals to be a child's special guardian (or special guardians).

Evidence required for previously looked after children will be:

- An adoption order under section 46 of the Adoption and Children Act 2002 or
- A child arrangements order or
- A residence order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 or
- A special guardianship order appointing one or more individuals to be a child's special guardian(s) under section 14A of the Children Act 1989.

**16. At the time of application:** On the date an application is received by the admission authority or the closing date for a main round application, whichever is later.

**17. Home address:** address of the person with parental responsibility for the child and with whom the child lives for 80% of the school week (Sunday night to Thursday night), at the time of application, supported through a court order. Where a child resides through shared custody, or where there is no legal evidence of an alternative arrangement, the address will be with the parent who receives or would be eligible for child benefit, or the address where the child is registered with a GP. The final decision on residence rests with the admission authority. For children in public care the address will be the carer's address. Parents of oversubscribed schools will be asked to provide evidence of address if this cannot be verified through council tax records. This may include correspondence received from HM Revenue and Customs, Child Benefit Division or Tax Credits Division. A utility bill may be accepted but NOT a bank statement or mobile phone statement.

Changes of address after the closing date in the main admissions round will be taken into account up to and including 15 March only if proof of the new address is provided. One of the following will need to be provided:

- A solicitor's letter confirming that contracts on a property being purchased have been exchanged
- A copy of the tenancy agreement if a property is to be rented, showing that residence is to commence on or before 15 March and that the property will still be rented in September
- A copy of the applicant's council tax bill showing the same name as the applicant name on the Common Application Form

Parents may also be asked to provide proof of address from correspondence received from HM Revenue and Customs, Child Benefit Division or Tax Credits Division. This correspondence must be dated before 15 March.

For in year applications, the same proof of address will be required and the new address will not be used for over-subscription ranking purposes until it has been received.

18. Children of UK service personnel and other Crown Servants: will be treated as meeting the residency criteria for that designated area even if no house is currently owned in the area once official proof of the posting to the area has been received as stated in the Admissions Code.

### **Admission of children outside their normal age group**

19. Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Parents will be asked to provide supporting information for their application, together with professional evidence if relevant. This information will then be considered by the Head and Board of Directors who will make the final decision as the admission authority.
20. The admission authority will take a number of factors into account, including
- the parent's views
  - information about the child's academic, social and emotional development
  - medical history and the views of medical professionals where appropriate
  - whether the child has previously been educated out of their normal age group
21. The final decision lies with the admission authority who must agree that it would be in the best interests of the child. Clear reasons will be given for the decision. Where it has been agreed that the child can be admitted to a different age group, the parent will need to apply and their application will be ranked alongside other applications against the school's admission criteria. The admission authority will not give lower priority on the basis that the child is not of the correct age.

### **The Academy's Admissions Panel**

22. The Academy's Admissions Panel will consist of the Head of School, Assistant Head of School, Curriculum, the designated Academy's Admissions Officer, plus three members of the Bay Education Trust Board. This Panel will be responsible for the allocation of places in the Academy and it is not possible for any individual member to allocate a place.

### **Appeals Process**

23. If an applicant is not satisfied with the final outcome of the application process, and there are exceptional circumstances supporting an application for a place, then an appeal may be made. Applicants have the right to appeal, which may be exercised at their discretion, in accordance with the procedure laid down in the TIPS booklet, obtainable from Paignton Community and Sports Academy, Waterleat Road, Paignton TQ3 3WA or the Torbay Independent Appeals Panel, c/o Democratic Services, Torbay Council, Town Hall, Torquay TQ1 3DR. Enquiries can also be made to Children's Services on 01803 208908.
24. The Appeals Panel, which is independent of the Academy and the LA will convene a meeting to determine the case. Parents are encouraged to attend this meeting. Parents cannot appeal again in the same academic year unless there have been significant and material changes in parents' circumstances and that if they feel there are such circumstances they

need to make a fresh application. The Panel's decision is legally binding on the parents and the Academy.

### **Local Authority's Policy on School Transport**

- 25.** Free transport may be provided to the nearest school/academy where the LA can offer a place, provided the distance is beyond the statutory walking distance of three miles. If a parent/carer chooses to send their child to a school/academy which does not qualify for free transport, as explained above, the journey to the school/academy will be their responsibility. Further details of transport arrangements can be obtained from the LA and are included in its TIPS booklet.

### **Site Allocation**

- 26.** During their time at the Academy, students should expect to attend both the Borough Road and Waterleat Road sites. Initially students will be allocated to one of the sites for three years and then to the appropriate site, depending on their option choice. Following visits to the primary schools, where possible, students will be allocated to one of the sites in Year 7 taking into account friendship groups and using the following criteria:

- Statutory walking distance – for children aged over 8 and under 16 years of age, the statutory walking distance is 3 miles.
- Siblings – where possible, students will be placed on the same site as siblings.
- Both sites will contain an accelerated tutor group and a small support tutor group.

Should parents be unhappy with the site allocated, they must write to appeal to the Head of School detailing why the alternate site would be in the best interests of the child.

**KEY DATES FOR ADMISSION TO  
PAIGNTON COMMUNITY & SPORTS ACADEMY  
IN SEPTEMBER 2020**

1 September 2019	Torbay Council website opens for online applications and paper forms available
6 September 2019 12 noon	Closing date for receipt of Registration Forms for grammar schools
14 September 2019	Selective testing day
15 October 2019	Parents notified of outcomes of selective testing
31 October 2019	Closing date for Common Application Forms
15 November 2019	LA sends pupil information to other LAs
22 November 2019	LA sends pupil information to other admitting authorities
10 January 2020	Foundation/VA schools and Academies return ranked lists
4 February 2020	LA applies agreed scheme for Torbay secondary schools and informs other LAs of offers made to its residents. Address changes accepted until this date except where different deadline set by an admission authority.
21 February 2020	Schools informed of allocation of pupils
2 March 2020	National Allocation Day. Allocation letters sent to parents by second class post. Online applicants receive email notification of allocation.
16 March 2020	Deadline for 2 <sup>nd</sup> round applications & changes of preference
30 March 2020	Decisions on 2 <sup>nd</sup> round applications and allocations where no application made
15 April 2020	Closing date for receipt of 1 <sup>st</sup> round appeals to be included in main body of appeal hearings
13 May 2020	Closing date for receipt of 2 <sup>nd</sup> round appeals
May/June 2020	Appeals
3 September 2020 (provisional until term dates agreed)	Date on which applications become In Year applications